



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Atlanta Area School for the Deaf 890 Indian Creek Drive Clarkston, Georgia 30021	Application Number 77-233	
Application Number 9		Date Received JUL 20 1977	Date Completed JUL 28 1977
2. Person to Contact Richard Dirst		Working Title Superintendent	Telephone Number 656-7077
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1972 Date		5. Records Series Title (followed by title used in office, if different) Atlanta Area School for the Deaf Individual Cumulative Academic File (Permanent Record)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Atlanta Area School for the Deaf provides, in a day school situation, a comprehensive educational program, with complete diagnostic and evaluation services, for hearing impaired and multihandicapped students.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Documenting the performance of a student throughout his period of enrollment at the Atlanta Area School for the Deaf. Included are: Cumulative Academic Record (Final Report) File is arranged: Alphabetically by the student's last name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. P.L. 93-380
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	-0-	years.	d. Audit period	-0-	years.
b. Statute of limitation	-0-	years.	e. Administrative need	-70-	years.
c. Federal law	-0-	years.	f. Federal retention instructions	-0-	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

e. State Board Policy 40-4311 states the Academic Achievement Record be kept 70 years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See other. then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Upon the student leaving school by graduation, withdrawal, or death, remove the record from the active file; place in the inactive file; cutoff the inactive file at the end of each school year; hold the inactive file in the current files area for five years; then transfer to the State Records Center for 65 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	RD	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		7/18/77	<i>[Signature]</i> WB	6/28/77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)			State Records Committee (Signature)	Date
			State Auditor/Designee	7-25-77
			Secretary of State/Designee	7-27-77
			Attorney General/Designee	7-25-77